

Good Morning, Afternoon, or Evening!

We have been taking some calls concerning the timelines for submitting your PAAPs to Measured Progress. Therefore we are outlining the process for submitting a PAAP here, in this email!

**PLEASE NOTE: THE MAILING INSTRUCTIONS PROVIDED UNDER THE APRIL 16th, 2003 PARAGRAPH BELOW, INCLUDE DETAILS THAT WERE NOT PROVIDED DURING YOUR LAST WORKSHOP SESSION. PLEASE READ THAT SECTION VERY, VERY CAREFULLY!!!!**

**PLEASE NOTE: It is YOUR responsibility to set up your pickup time and date!!!!!!**

### **PAAP Submission Timeline:**

#### **February 2003:**

All building principals in the State received a letter from Keith Pfeifer, Director of Scoring for Measured Progress, listing all students in their building that had Alternate Assessment marked on their MEA booklets. Building principals were asked to cross reference the list from Keith with their own lists and fax the letter back to Keith with any changes, updates, or just to indicate that everything was correct. ***Measured Progress has just informed us that the deadline for submitting changes and updates to this student list is tomorrow, Friday, March 21, 2003.***

#### **Week of March 24, 2003:**

Keith will mail out, to each building principal, one pre-stamped/pre-addressed UPS mailer with instructions for mailing as detailed below, for every student identified by his/her district as taking the MEA through Alternate Assessment. If the student's teacher(s) has NOT received a mailer for each of their student(s) by the END of March, they should 1) check with the building principal to see if the mailer has arrived and, if not 2) call Keith Pfeifer at (800) 431-8901.

#### **April 16, 2003:**

ALL PAAPS MUST BE AT MEASURED PROGRESS IN NEW HAMPSHIRE ON THIS DATE. To do this, we encourage you to get your mailers to UPS by ***Friday, April 11, 2003. It is YOUR responsibility to set up your pickup time and date!!!!!!*** Measured Progress is providing three options to get your PAAPs to them:

1. If you have regular UPS delivery, you can give your PAAPs, in their provided mailers, directly to your regular delivery person;
2. You can drop off your PAAPs, in their provided mailers, at the nearest UPS or MailBoxes Etc. facility; or
3. You can call Measured Progress at (800) 431-8901, and they will schedule the pick-up of your PAAPs in their provided mailers.

I am asking all Contact People to please reply to this email, you do not need to write anything, just hit the reply and send buttons, so that I know that everyone has received this very important update. As usual, do not hesitate to call or email if you have any questions about the above steps! This email will be posted on our website by 11:00 am, Thursday, March 20, 2003 for referencing.

PAAP Website: <http://www.state.me.us/education/lsalt/altassess.htm>

Thank you,

**Melanie Furber Bachinski**

Maine Department of Education

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